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MIDDLEBURY ACCESS PLANNING: SCOPE /SCHEDULE: PHASE II

November 2008 – February 2009 11/20/08

PHASE II **November 2008 – February 2009** **$77,000**

Kessler McGuinness & Associates (KMA) looks forward to our continued collaboration with Middlebury College to develop its *Access Plan*. In Phase II of the access planning process, we will continue to work with the Middlebury Project Manager, Jennifer Bleich, to prepare Middlebury staff for continued progress with:

- Barrier removal planning for high-priority campus facilities
- Emergency evacuation planning for people with disabilities
- Capital budget implications
- Preventive design, construction, and maintenance protocols
- Accessible parking and transportation, as needed

This proposal has been developed to balance efficient progress developing the Middlebury College Access Plan with capacity building for ADA compliance by College faculty and staff. The budget assumes work can be coordinated so that it can be completed with two site visits by KMA to Middlebury College.

1. **Architectural barrier removal plans for 20 add'l facilities**. KMA will mentor Facilities Services Staff in development of 20 barrier removal plans and budget estimates based on the *Access Issues Reports* completed during the master planning process. KMA will develop 10 reports, streamlining the application of criteria developed in Phase I; and will work closely with Facilities Services staff to develop 10 additional reports. The result of this work will be specific barrier removal plans and capital budget estimates for bringing 20 additional high priority facilities into compliance with ADA construction and program access standards.

Level of Effort:	15 Days
Professional Fees:	$25,000

2. **Train 2-4 Middlebury staff in comprehensive access audit protocols**. This includes two site visits and instruction for 2-4 Facilities staff in conducting access audits and developing access audit reports.
    A. Plan training goals and process (by phone)
    B. Identify 2-4 Facilities Staff to train in access audit protocols
    C. Select 5 facilities for audits
    D. Site Visit #1:
        i. Seminar I for selected staff in:
            a) Barrier removal criteria for new construction, alterations, program access & readily achievable.
            b) Access audit protocols
            c) Access audit data base

d) Conduct access audits of 2 buildings (with KMA staff)
e) Instruction in inputting data and using KMA's *Access Audit Data Base*

E. Phone support while Facilities Staff developing 2 access audit reports
F. Review/comment on 2 draft access audit reports \
G. Site Visit #2
   i. Conduct access audits of 3 add'l buildings (with KMA staff)
   ii. Review issues from first 2 access audit reports
   iii. Review data input and report generation for final 3 facilities
H. Review/comment draft reports for 3 buildings audited
I. 5 access audit reports completed by Facilities Staff

Level of Effort:	15 Days
License Fee:	$ 5,000
Professional Fees:	$30,000

3. **Preventive accessible design and construction protocols**. This includes:
   A. Review existing project management protocols.
   B. Development of proposed additions/modifications (in concept) for pre-design, design, and construction phases.
   C. One meeting with Middlebury project managers to discuss current protocols and proposed additions.
   D. Development of agreed-upon additions/modifications. Review and revise by phone/email.
   E. Presentation/training in new preventive accessible design and construction protocols.

Level of Effort:	8 Days
Professional Fees:	$10,000

4. **Guidelines for maintenance of accessible elements**. KMA will develop a list of typical accessible elements which require specific protocols to maintain to meet 'maintenance of accessible features' requirements of the ADA. KMA will review these issues with College staff to address any questions. College Facilities Services staff will develop and implement appropriate protocols.

Level of Effort:	1 Day
Professional Fees:	$1,500

5. **Guidelines for Emergency Evacuation Plans: 1 Facility.** KMA will review the current plan for emergency evacuation; and provide guidelines for developing key elements for safe evacuation of people with disabilities. KMA will then walk through one classroom/academic facility with Middlebury staff and discuss the application of these guidelines to that facility. Middlebury staff will then develop a written plan for safe evacuation procedures for all users – with and without disabilities – from that facility, based on the guidelines developed by KMA.

Level of Effort:	3 Days
Professional Fees:	$3,500

6. **Q&A and Additional Services.** Jennifer Bleich, the College's project manager, will arrange necessary meetings with the Access Committee and others from the College community to accomplish the tasks described above. Each site visit will also include a meeting with the project manager to review progress, and make adjustments to the project's schedule, methods, and scope, if needed. Additional site visits and services outside of the scope described above will be provided as an additional service at standard professional rates, plus expenses. It is our experience that, after delivery of final work product, questions continue to arise

Level of Effort:	TBD
Professional Fees:	$7,000 (10% of Total)

Deliverables for these services will be:

- 20 UA Barrier Removal Plans (for high-priority facilities already audited in the master planning process).
- 5 Comprehensive Access Audits (for high-priority facilities that were not included in the master planning process).
- Barrier removal budgets for 25 high-priority campus facilities included in the first three years of recommended barrier removal.
- 2-4 Middlebury employees trained in conducting access audits to complete barrier removal planning for remaining campus facilities.
- License for use of KMA Access Audit Data Base and Budget Estimates by College staff.
- List of current, confirmed accessible dorm facilities. (Complete)
- Post-occupancy evaluation of access elements at the Axinn Center. (Complete)
- Preventive accessible design and construction protocols.
- Guidelines for preventive maintenance of accessible elements for development and implementation by College Facilities Services staff.
- Guidelines for emergency evacuation plans for people with disabilities; and one facility plan developed by Middlebury staff with KMA assistance.

Expenses with copies of receipts will be reimbursed at cost.

Attached is an *Access Plan Phase II Fee and Schedule Summary* and a signature line to authorize work on Phase II of the Middlebury Access Plan as an amendment to its existing contract dated 6/10/2008.

ACCESS PLAN PHASE II SCHEDULE & FEE SUMMARY
16 October 2008

#	Task	Lead	Oct	Nov	Dec	Jan	Feb	Fee
1	**Bar Rem Plans (20)**	KMA						$25,000
2	**Train Midd Staff (5)**	KMA						$30,000
3	**Des/Cnstr Protocols**	KMA						$10,000
4	**Maint. Protocols**	Midd						$ 1,500
5	**Emerg Evac (1)**	Midd						$ 3,500
	SUBTOTAL BASIC SERVICES							$70,000
6	**Add'l Services (10%)**	KMA						$ 7,000
	TOTAL							$77,000

Phase II of this project can begin as an amendment to KMA's current contract with Middlebury College. To confirm acceptance of this proposal, and continued compliance with terms of that contract, please sign below. We will begin work with the Project Manager as soon as Middlebury staff are available.

PROPOSAL ACCEPTED ON BEHALF OF MIDDLEBURY COLLEGE AS AMENDMENT TO EXISTING CONTRACT DATED 6/10/2008.

_____ _____

Signature Title

_____ _____

Name Date